

**EFFECTIVE**

February 1, 2021.

**Subject(s)****ASM-001, Training Requirements****Core Training Requirements**

If core training is not available through the Office of Workforce Development and Training (OWDT) within the first 12 months of working in adult services (AS), AS staff must complete in-service training requirements until core training becomes available.

*Reason:* Clarification of in-service training hour requirements when core AS training is not available.

**In-Service Training Requirements**

AS in-service training requirements will be required during a fiscal year. In-service training requirements will be prorated for new employees, after they have been in AS for 12 months, based on the date their employment began with AS.

*Reason:* Change from calendar year to fiscal year and including new requirement for prorated in-service training hours.

**Approved In-Service Training**

The subject(s) of in-service trainings must enhance AS staff's knowledge, understanding, and/or skills in working with AS client and AS programs. Example or topics has been included.

Core training that is repeated as a refresher or is completed due to a change in position, will count as approved in-service training hours.

*Reason:* Added what approved in-service trainings are expected to enhance and provided examples of approved topics.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

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